

GOVERNMENT OF THE DISTRICT OF COLUMBIA
Child and Family Services Agency



Administrative Issuance: CFSA-08-3

TO: All CFSA Staff

FROM: Audrey L. Sutton, Deputy Director for Program Operations

DATE: April 22, 2008

RE: Graduation Expenses

The Child and Family Services Agency supports all youth who have achieved the significant goal of completing high school. As the close of the school year nears, many of our youth will be participating in their school's graduation class activities. To ensure that our youth's financial expenses for graduation are met, the following guidelines are being provided.

If you have questions regarding this issuance, please contact the Office of Youth Development.

1. To the extent that funds are available, youth who are graduating from high school will be allowed a maximum of \$700 in expenditures for activities related to their graduation (excluding prom expenses). The youth will be responsible for expenses exceeding \$700. Graduation activities may include [but are not limited to] the following items:

- cap and gown
- pictures
- class ring
- invitations
- class trip

Note: In general, foster parents and parents should budget reimbursement monies paid by CFSA to provide prom-related clothing and other expenses. Youth may also be referred to the Office of Volunteer Services for some prom related items.

2. The assigned social worker must submit all requests in writing to his or her Program Manager no later than 30 days prior to the due date for the specific expense.
3. All requests must include an itemized list of items being purchased in relation to high school graduation only, along with the name and address of the vendor(s) providing the graduation-related items.
4. Payments shall not exceed \$700 and will be paid directly to the vendor.
5. When applicable, reimbursements will be issued upon submission of invoice/receipt on or prior to the last day of school.
6. The assigned Program Manager will provide final approval for all graduation expenses. For Private Agency cases, the CFSA Director (or designee) must approve all requests.
7. Social workers shall not request a court order to cover prom expenses or graduation expenses above the \$700 amount noted.